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24 March 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
24 March 1966

1. Conference on Business Administration - Brookings Institution

John Clarke has been nominated for the Brookings Institution's

Conference on Business Operations which begins on 24 April 1966.

Alan Warfield and [REDACTED] are former attendees to this Conference.

2. National Interdepartmental Seminar

As of this date four nominations have been made by the DDP for the next running of the NIS which begins on 2 May 1966.

<u>Name</u>	<u>Office</u>	<u>Grade</u>	<u>Proposed Assignment</u>
[REDACTED]	FE	GS-15	EE to advise
	AF	GS-13	COS [REDACTED]
	O/DDP	GS-15	O/DDP to advise
	FE	GS-15	DCOS, [REDACTED]

3. Language Training School

A special bulletin soliciting names of possible language instructors was published on 18 March 1966. The School is particularly desirous in contracting with qualified dependents of Agency personnel and staff employees who are interested in teaching or tutoring during off-duty hours.

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5. Two-day Agency Orientation for JCS and DIA Officials

The 5th running of the special two-day orientation (referred to as the abbreviated Project USEFUL) for approximately 50 senior officers and civilians from the JCS and DIA ended on 16 March 1966. The Program began with a talk by Mr. Helms and was concluded on a positive note by Admiral Raborn. Student reactions to both content and course management were very good. Captain Clifton E. Cantlon, USN, Commandant of the Defense Intelligence School, was most appreciative of our efforts. In fact, he was so favorably impressed that he convened an "extraordinary" session of DIS department heads to tell them about the program's impact on him. As a consequence, there was a flurry of suggestions for improving project HELPFUL for the CIA audience.

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8. Language Training Program

In a recent meeting attended by personnel from the Qualifications Register Branch/OP and [REDACTED] of the Language School, it was agreed that a section on language proficiency would not be included in a new "catchall" form being devised by the Office of Personnel to update personnel records. It was also agreed that O/P would eliminate disclaimers from regular Agency language proficiency machine runs.

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9. Defense Intelligence Agency

Mr. Allen Dulles is scheduled to give the keynote address for the Strategic Intelligence Course which will begin on 28 March. Mrs. Dulles has indicated that she has never heard her husband speak, and arrangements have been made to have her attend the opening lecture on "Nature and Significance of Strategic Intelligence."

10. OTR Attendance

Internal training attendance for the week of 14-19 March 1966 was 656; external training was 345.

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11. [REDACTED]

The Operations Familiarization Course #34 opened on 14 March 1966 with 107 students, an unusually large number. The average class consists of approximately 67 students. The course got off to a very satisfactory start and initial reports from various instructors indicate an industrious

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